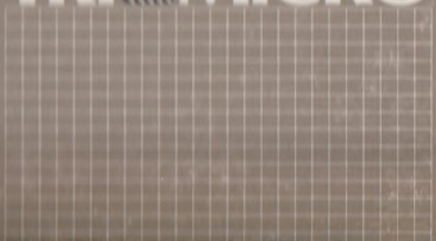
THE WRITE FILE

TRI MICRO



THE WRITE FILE

A Word Processor

by

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A Product of

International Tri Micro

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TABLE OF CONTENTS

Introduction	i-iv
WORD PROCESSING	
Editing Mode	WP 001-005
Cursor left and right	WP -002
Cursor up and down	WP 002-003
Cursor left and right screens	WP -003
Cursor top and bottom of file	WP -004
Deleting and inserting characters	WP -004
Restoring deleted text	WP -005
Setting and clearing tabs	WP -005
Command Mode	WP 006-011
Catalog/initialize disk, repeat command	WP -007
Inserting and deleting lines	WP -007
Setting, erasing, and clearing pointers	WP 007-008
Copying, inserting and deleting blocks	WP 008-009
Searching for and replacing text	WP 009-010
Clearing all tabs	WP -010
Saving, loading, deleting, merging files	WP 010-011
Clearing memory	WP -011
Print commands	WP -011
Print Formatting Mode	WP 012-018
Entering and exiting print formatting mode	WP 013-014
Explanation of print formatting commands	WP 014-016
Special printer commands	WP 017-018

FILE MANAGER ..... FM 001-017

Command Mode ..... FM 002-010

Creating a file format FM 003-005
Accessing, entering, reviewing records FM 005-006
Searching, changing, updating records FM 006-007
Copying records FM 007-008
Sorting records FM 008-010

Print and Merge Mode ..... FM 011-017

Formatting text files to read records FM 012
Report example FM 013
Preparing mailing labels FM 014
Merging fields into full text FM 014-015
Using the merge to produce multiple copies FM 015-016
Using the merge for headers and footers FM 016-017

THE WRITE FILE

Fully Integrated Applications on A Single Disk

Word Processing and File Management

THE WRITE FILE is a fully integrated software system. With this system, you have the ability to do word processing and file management. Each application's individual features are enhanced by the ability to work simultaneously with a variety of data.

To work with THE WRITE FILE, you will need the following equipment:

1. A Commodore 64, 128, or SX-64 computer.

   or

   An Atari 800, 800XL, 65XE or 130XE.

2. A Commodore 1541 disk drive or compatible drive.

   or

   An Atari drive or compatible drive.

3. A TV or monitor.

4. A Commodore 1526, 801, 802, DSP 1101, or other compatible printer, properly interfaced.

   or

   An Atari printer or compatible printer, properly interfaced.

What can THE WRITE FILE do?

The word processor in THE WRITE FILE lets you use your computer like a typewriter, with its own electronic memory and correcting capabilities. With the word processor you can:

* Create and edit up to 77 characters per line and 99 lines of text per file;

* Link an unlimited number of individual files into a single document, so that you have unlimited length;

* Insert and delete characters and lines of text;

* Copy, insert, and delete blocks of text;

* Search for and replace words and phrases;

* Save, load, delete and merge files;

* Format and print documents;

The file manager turns your computer into an electronic filing cabinet, making the organization and manipulation of information more efficient. With the file manager you can:

* Create and edit up to 999 records per file;

* Look up, move to, change and review records quickly;

* Search for a particular item;

* Sort records on three fields at the same time;

* Sort records by specific criteria to create subfiles;

* Merge files and records into the word processor to customize forms, reports, and letters;

What is Integration?

Integration has been defined in various ways by many software companies. As used in describing THE WRITE FILE, the integration features result in the following benefits.

* Easy operation on a single disk drive.
  No need to swap multiple program disks in and out.

* Reduced loading time between programs, as you only have to load the one system disk.

* No worry about formatting data from each different program in a family of programs, so that it can be read by other programs in the family.

  Unlike the ''shared data'' approach, the information can be read by the integrated system, not by individual programs.

* Maximum flexibility in designing forms, proposals, mailers, etc., since you can place the data anywhere within the text or document.

* Eliminates duplicated effort in entering the same information twice to be read by separate programs for different analysis of the same data.

* Being able to retain simultaneously in memory the word processing file, and file manager records. This allows you to move freely between the data as you are working with it to maintain on-line continuity as you perform your task.

Although there are some tasks which are better performed with so-called stand alone or dedicated application programs, anyone who needs to work with a variety of information in a simultaneous fashion will find the benefits of integration provided by THE WRITE FILE a significant step forward in personal productivity on a home computer.

LOADING INSTRUCTIONS

Enter 64 - Then INSERT Software FORMAT.

Commodore Computers

Turn on the computer, disk drive, monitor and printer. Insert the THE WRITE FILE disk into the drive, with the label facing up, and close the drive door. Type:

LOAD''*'',8 (press the RETURN key). (1)

The screen will display a READY prompt. Type:

RUN (press the RETURN key).

The word processing screen will appear.

ATARI Computers

Turn on your drive, and insert the disk with the program label face down. Close the drive door.

Turn on your computer and the program will automatically load. The word processing screen will appear.

ADDENDUM

IMPORTANT! ATARI COMMANDS

The most frequently used key in the C-64 version of THE WRITE FILE is the f1 key. This key turns on the command mode in both the word processor and the file manager. If you are working with an ATARI computer, you enter the command mode by pressing the CTRL (control) key and the C key (''c'' for command).

CTRL + C **Enter command mode (replace f1).**

When you use the FD command to format a disk, as described in WP - 001, the prompt asking you for the disk name and id number will not appear. You only have to answer ''yes'' to the ARE YOU SURE Y/N? question by pressing Y. The formatting process will then begin.

Editing Mode

The cursor movement is controlled by different keys on the ATARI computer than on the C-64. Instead of the two keys, marked ''CRSR'' with the arrows, the ATARI has four keys in the right hand side of the middle two rows. Each of these keys has an arrow indicating the direction of movement. To move the screen cursor in the direction of the arrow, hold down the CTRL and the key with the appropriate arrow. Instructions on pages WP - 002, WP - 003, FM - 005 to FM - 007 are affected.

CTRL + Arrow Key **Cursor up, down, left, right.**

The f7 and f8 keys are used in the C-64 to move the cursor to either the left or the right half of the screen. With the ATARI computers, the CTRL key is used to control left and right movement. To move to the left, hold down the CTRL and press the L key. To move to the right, hold down the CTRL and press the R key. Instructions on WP - 002 to WP - 005 are affected.

CTRL + L **Cursor to left side of page.**

CTRL + R **Cursor to right side of page.**

Since there is no CLR/HOME key on the ATARI computers, you must use the CTRL key to move to the top and bottom of file. Instructions on pages WP - 002, WP - 004, WP - 009 are affected.

CTRL + A **Cursor to top of file.**

CTRL + Z **Cursor to bottom of file.**

The ability to insert and delete text is also controlled by different keys on ATARI computers. To insert characters, you must hold down the CTRL and press the Insert Key located at the upper right hand section of the keyboard. To delete characters, you must hold down the CTRL and press the Delete/BackS key also located at the upper right hand of the keyboard. Instructions on WP - 002, WP - 004 to WP - 008, FM - 005 to FM - 007.

CTRL + Insert **Inserts a space left of cursor.**

CTRL + Delete/BackS **Deletes text to left of cursor.**

Instructions at WP - 002, WP - 005.

SHIFT + Tab **Sets a tab position.**
Clears a pre-set tab position.

Tab **Moves to pre-set tab position.**

To clear an already existing tab, use the TAB key to move to the tab position. Hold down the SHIFT key and press TAB together to clear the tab.

To restore deleted text, the ATARI logo key at the lower right hand corner of the keyboard is utilized. The logo key bears this emblem: . Hold down the logo key and press the ESC key at the upper left hand corner of the keyboard. The deleted text will be restored. Instructions on WP - 002, WP - 005 are affected.

Logo + ESC **Restores text.**

Command Mode

The only command which is different in the ATARI version is the repeat command, referenced at WP - 007.

CTRL + Q **Repeats last command.**

In addition, when following instructions for saving a file, WP - 010, remember that the ATARI computers allow eight characters (8) for a file name as opposed to sixteen for the C-64. Any characters exceeding the 8-character limitation will be truncated.

Print Formatting Mode

To enter print formatting mode, you must first turn on reverse video. To do this on the ATARI, you simply use the ATARI logo key to ''toggle'' reverse video on and off. A ''toggle'' is a key which, when pressed the first time, turns on a condition,

and when pressed the second time, turns off the condition. To enter reverse video, press the Logo key. Type in the print formatting commands. When you wish to return to typing normal text, press the Logo key once again. You have turned off reverse video.

Instructions on WP - 012 to WP - 018, FM - 011 to FM - 017 are affected.

Logo **Turn on reverse video.**

Logo again **Turns off reverse video.**

WORD PROCESSING

When the word processor screen appears, you know that the program has successfully loaded. The following should appear on the monitor:

```
-----------------------------------------------
( )




.............................................
L=  01  C=  01
-----------------------------------------------
```

The white square in the upper left hand corner is called the ´cursor´. It is the marker for where your text will appear when you type. The reverse video ´L=´ indicates the line (01) and ´C=´ the column (01) that the cursor is currently positioned in; whenever you move the cursor, these numbers change.

4 You now have the ability to use your keyboard like a typewriter. REMOVE THE PROGRAM DISK FROM THE DRIVE AND INSERT A RAW BLANK DATA DISK. Caution: You will **erase** everything on the disk you are about to format. Make sure that it is a new disk.

Enter command mode by typing fl.

A **W>** appears at the bottom of the screen above the line and column indicators. **Type fd and press RETURN.** 5

The screen asks ARE YOU SURE Y/N? Press **Y**.

You are asked for a disk name (up to sixteen characters long) followed by a two digit id number. Type word processor,01 and press the RETURN key. The drive will spin for a few minutes and format the disk, preparing it to accept data.

The Word Processor has three modes: the Editing mode, the Command mode, and the Print Formatting mode. We´ll begin with the Editing mode.

START

---------- EDITING MODE ----------

Press these keys to control the cursor

← CRSR →	Cursor left / Cursor right	↑ CRSR ↓	Cursor up / Cursor down
f7	Cursor to right side of page	f8	Cursor to left side of page
CLR HOME	Cursor to top of file	SHIFT CLR HOME	Cursor to bottom of file
INST DEL	Deletes text to left of cursor	SHIFT INST DEL	Inserts a space left of cursor
C= @	Restores text	RETURN	Carriage return with line feed

CTRL ← Sets tab position where marked
← Moves cursor to pre-set tab positions

CURSOR LEFT and RIGHT

The cursor keys at the lower right hand corner of your keyboard control the horizontal and vertical movement of the screen cursor. **Press the left/right CRSR key once.**

The cursor moves one character to the right.

Now hold down the SHIFT key and press the left/right CRSR key.

The cursor moves one character to the left.

Press and hold down the left/right CRSR key until the cursor reaches column 77. This ´automatic repeat´ works for all keys. Now hold down the SHIFT and press the left/right CRSR keys until the cursor moves back to column 01.

The screen only shows 37 columns of text at one time, but through a technique called ´scrolling´ you may enter up to 77 columns of text per line. The text simply shifts to the left when you pass column 37 and continues until you reach column 77.

CURSOR UP AND DOWN

Position the cursor at line 01, column 01. To move down one line, press the **up/down CRSR** key once.

Hold down the **SHIFT and press the up/down CRSR key.** The cursor moves up one line.

Press and hold down the up/down CRSR key until you reach line 99. This is the last line of your file. Now hold down the SHIFT and up/down CRSR keys until the cursor moves back up to line 01. The text below is an exercise to begin word processing. Press the SHIFT key to type capital letters. Press the RETURN key (<--´s in reverse video) to force a carriage return and line feed, just as you would on an electric typewriter. If you press RETURN while holding down the SHIFT key, the RETURN will not be processed and no line feed with carriage return will occur. Type the text EXACTLY; there are intentional errors.

Notice the reverse video arrows where you pressed the RETURN key. These tell the printer to return to the next line. They will not show up in your document when you print it out. You will also note that if you typed a SHIFTED ´2´ to obtain quotation marks, the screen only displays a single quotation mark. In order to obtain true double quotes where necessary, type a SHIFTED ´2´ twice. With the cursor positioned at line 01, column 01, type the following:

What is a Word Processor?<--
<--
A word processor is a ´´tool´´ that allows yoo to enter, edit, print and store text, using a coomputer. A word processor will save you many hours of typing. Using the 64 keyboard as a typewriter, you enter characters electronicaly onto a video screen.<--
<--
<--
<--
A word processor also allows you to change the format of yout document without having to retype the entire thing. By inserting a few simple commands in your texxt you can change margins, page size, line spacing, and print with bld type.<--

---

CURSOR TO LEFT AND RIGHT SIDE OF SCREEN

You can only view 37 characters on the screen at once, however, the screen is 77 characters wide. This means the screen is actually two halves. To see the right half, press the **f7** key. To see the left, press **f8** (hold down SHIFT and press f7). When you press the f8 key, the cursor will also advance down one line to help you read through a document. Using these two keys you can scan the entire file quickly and easily.

CURSOR TO TOP AND BOTTOM OF FILE

Press the **CLR/HOME** key to move to the top of file. You are back at line 01, column 01.

Now hold the SHIFT and press CLR/HOME to move the cursor to the bottom of the file. You are back to the last line on which the cursor was positioned. Using these two keys you can move from the beginning to the end of your file instantly.

Got it so far? Good. Now, let´s fix those errors we created in our sample file.

Using the CRSR keys, move the cursor to line 03, column 42. To correct the spelling of yoo to you, simply position the cursor over the second ´o´ and press the ´u´ key. In this way, you can correct mistakes without having to retype everything.

DELETING AND INSERTING CHARACTERS

Move to line 04, column 15. Position the cursor over the second ´o´ in coomputer. To delete it, press **INST/DEL.**

This deletes text to the left of the cursor. Now move the cursor to line 05, column 73.

To insert a space so you can add the missing ´l´ to electronicaly, position the cursor over the ´y´.

Hold down SHIFT and press INST/DEL. This inserts a space to the right of the cursor. All you have to do now is type ´l´. In this way, you can delete and insert characters at the touch of a key.

Let´s try the next paragraph. Move the cursor to line 10, column 61. To correct the spelling of yout to your, position the cursor over the ´t´ and type the ´r´.

Move the cursor to line 12, column 07. To delete the extra ´x´ in texxt, position the cursor over the second ´x´ and press the INST/DEL key.

Stay in line 12, but move the cursor to column 74. To insert a space so you can add the missing ´o´ to bld, position the cursor over the ´l´, hold down the SHIFT key, and press the INST/DEL key. Now type ´o´ in the space.

Press the f8 key, then the CLR/HOME key to move the cursor back to the top of the file, at line 01, column 01.

RESTORING DELETED TEXT

With the cursor positioned over the 'W' of what, press the RETURN key. WHOOPS! The entire line is deleted. NEVER USE THE RETURN KEY TO MOVE THE CURSOR AROUND. If you do, you may find yourself deleting some of your document.

Each time you press the RETURN or INST/DEL key, the line or character deleted is saved to a 'buffer'. This means that if you should make a mistake all is not lost. Simply position the cursor back at line 01, column 01.

Hold down the C= key and press the @ key. The Commodore logo key is at the lower left hand corner of the keyboard. The deleted line will be restored.

Since this line is still in the buffer, you can repeat it anywhere you position the cursor. To see this, move the cursor to line 15, column 01. Hold down the C= key and press the @ key again. You may repeat this procedure until you press the RETURN key and a new line is saved to the buffer. This command only works with the LAST line or character deletion.

SETTING TABS

To set a tab position, move the cursor where you want to set the tab, hold the **CTRL key and press the** ← key (the left arrow at the upper left hand corner of the keyboard). A * will appear at the bottom of the screen, showing what column the tab is set in. Experiment with setting tabs in different columns; you may set as many tabs as you like. A tab is automatically set in column 77, so you never have to set one there. When finished, move the cursor back to column 01.

To move to a tab position, press the ← key.

Each time you press it the cursor will advance to the next set tab. When you reach the right half of the screen, and want to return to column 01, press the f8 key or the left/right CRSR key.

To erase a previously set tab position, use the ← key to move to the tab position. Hold down the CTRL key and press the ← together, just as you did when you wanted to set a tab position. The asterisk at the bottom of your screen will disappear indicating that the tab has been erased.

Now that you have the Editing mode under control, let's move on to the Command mode.

---------- COMMAND MODE ----------

Press f1 each time you want to type a new command
Press C= and Q to repeat the last command

f1	To enter Command Mode	ca	Catalog of disk Press SPACEBAR to pause and RETURN to continue

Editing Commands

il	Insert line	ib	Insert block of text
dl	Delete line	db	Delete block of text
sp	Set pointer	sr	Search for word
ep	Erase pointer	re	Search and replace
cp	Clear all pointers	ct	Clear all tabs
cb	Copy block of text	cm	Clear memory

File Commands

sf	Save file	df	Delete file
lf	Load file	mf	Merge file

Print Commands

*p	Print screen	pr	Print file from disk

Normally when you use the word processor, you simply type in text, which is displayed on the screen. However, you are able to give the word processor a special set of commands by pressing the **f1** key. These commands are all two letter commands that tell the word processor to perform one definite function. Once the function is completed, you may go back to normal typing.

Press the f1 key.

A **W>** will appear just above the L= at the bottom left hand corner of the screen with the cursor beside it. At this point, the word processor is waiting for you to type in a two letter command, in either upper or lower case.

CATALOG A DISK

To see a catalog of the disk on your screen, type **ca** and press RETURN. The catalog lists the contents of a disk and shows how many blocks remain free. Always have another data disk formatted so you can change disks easily if one becomes full. One block equals 254 characters. When your catalog gets long, you can press the SPACEBAR to pause scrolling through it, and the RETURN key to continue. Follow the instructions on the screen and press the RETURN key.

REPEAT COMMAND

Hold the **C= key and press the Q key**. You will see a catalog of the disk once again. This command tells the word processor to repeat the last command. You may repeat the last command as many times as you want until you press another key.

INITIALIZE A DISK

Press f1, type **id** to initialize a disk.

The id should be done just before saving a file or after changing disks. You may also use it if the drive is behaving erratically and you wish to initialize the disk.

EDITING COMMANDS: INSERTING and DELETING LINES

Move to line 05, column 01. To insert a blank line, press f1, type **il** and press RETURN.

Press f1 again. Type **dl** and press RETURN to delete the line. In this way, you may insert and delete whole lines, instead of doing it character by character.

SETTING, ERASING and CLEARING POINTERS

Move the cursor back to line 01, column 01. Hold down the SHIFT key and press the INST/DEL key three times. The entire document shifts to the right three spaces. In order to avoid moving text you don´t want to move, you must set a pointer at the end of the line or paragraph in which you are deleting or inserting. This will stop all text movement beyond the pointer, keeping the remainder of the text as you left it. To see how this works, let´s first move the text back into its original format. Move the cursor to line 01, column 04 and position the cursor over the ´W´ of What. Now press the INST/DEL key three times. The entire document shifts back three spaces.

Move to the last line of the first paragraph, line 06, column 01. Press f1, type **sp** and press RETURN.

A '<' appears at the right side of the screen, signifying a pointer has been set. Now move the cursor back to line 01, column 01, hold down the SHIFT key and press the INST/DEL key a few times. The only text that moves is the text before the pointer. Remember to always set pointers at the end of any text in which you want to insert or delete. It is easiest to get into the habit of SETTING A POINTER AT THE END OF EACH PARAGRAPH AS YOU ARE TYPING. In this way, you do not have to set the pointers at editing time.

To erase the pointer, simply position the cursor on the line the pointer is set, line 06. Press f1, type **ep** and press RETURN. The '<' will disappear, signifying the pointer has been removed.

To clear all pointers, press f1, type **cp** and press RETURN.

COPYING, INSERTING AND DELETING BLOCKS OF TEXT

A block of text is a grouping of text and can be up to 16 lines long. Blocks of text may be deleted with a single command instead of having to delete it line by line. Blocks of text may also be moved to other areas of your document with a single command.

The beginning of a block of text is the line on which your cursor is positioned. The end of a block of text is marked by setting a pointer on the last line.

To move the first paragraph, mark the end of your block by setting a pointer at the last line of the block. Move to line 06, press f1, type **sp** and press RETURN. As before, a '<' will appear at the right side of the screen.

Position the cursor on the first line of the block we want to move, line 01, column 01. Press the f1 key, type **cb** and press the RETURN key. The entire block has now been copied to a 'buffer', where it will remain until removed by a command.

To insert the block, position the cursor where you want to move the block. For this tutorial, move the cursor to line 20, column 01. Press f1, type **ib** and press the RETURN key. The screen will read WORKING in reverse video and the block will copy to where you have positioned the cursor.

You can delete blocks in the same way. Set a pointer at the end of a block. Move to line 25, column 01. To delete the block, press f1, type **db** and press RETURN. The screen reads WORKING in reverse video and the block will disappear. This block now replaces the first block in the buffer. As with the cb command, you may insert the deleted text elsewhere in the document by using the ib command.

When you use either the cb or db commands, the text is held in the buffer even when you load new files from disk. This lets you copy a block, switch disks, load a file, and copy the block to another document in the new file.

SEARCHING AND REPLACING TEXT

One of the main advantages of the word processor is the search and replace function. Using this function, you can automatically search for an occurrence of a specific group of characters or words. You can also search for a particular word and replace it with another word. Let´s search for the word ´processor´ in our sample document.

Press the CLR/HOME key to move the cursor to the top of the file. When the word processor begins to search for a particular character or word, it begins looking at all text FOLLOWING the cursor. If you have the cursor at the end of the file, the search will reveal nothing, since there´s nothing to search for.

Press f1, type **sr** and press RETURN. The screen reads SEARCH:. Type processor and press the RETURN key. The word processor in line 03 is immediately highlighted in white. The screen reads CONTINUE Y/N?. Press the Y key (for yes) and the next occurrence of the word is highlighted. The screen reads CONTINUE Y/N? Press the Y key again and the next occurrence of the word is highlighted. Press the Y key once more and you´ll be back in the normal editing mode, since every occurrence of processor has been found.

Notice the computer did not find Processor. That´s because of the capital P. Remember to always type the word you are looking for the exact way it appears in your text.

Now let´s replace the word **Processor with Editor.**

First move to line 01, column 01. Press f1, type **re** and press RETURN. The screen will read SEARCH:. Type Processor and press the RETURN key. The screen will read BECOMES:. Type Editor and press the RETURN key. The first occurrence of Processor is highlighted and the screen reads CONTINUE Y/N?.

Press the Y key and the screen reads REPLACE Y/N?. Press the Y key again and the Processor will be changed to Editor. If you don´t want to change the word, press the N key. The next occurrence of Processor will then be highlighted and the screen reads CONTINUE Y/N?. Press the Y key and the screen reads REPLACE Y/N? Press the Y key and again, Processor will be changed to Editor. Since this is the last occurrence of Processor, the computer returns to the normal editing mode.

When replacing text, the word processor will automatically set pointers if the replace word is a different length than the search word. This will keep your document formatted properly.

CLEARING TABS

To clear the tabs you set earlier, press the f1 key, type **ct** , and press the RETURN key. All of the asterisks will disappear, and you may now set new tabs.

FILE COMMANDS: SAVING, LOADING, DELETING, AND MERGING FILES

Let's save the file we just created. Make sure your formatted data disk is still in the drive. Press f1, type **sf** and press RETURN. The screen reads SAVE FILE:. You may now type any name you want to give the file, up to sixteen characters long. For the sake of this tutorial type **demo** and press RETURN. The disk drive will then write this new file to the disk under the name demo.

Save the same file under a different name now. Press the f1 key, type sf and press the RETURN key. When the screen reads SAVE FILE: type demo2 and press the RETURN key. The disk drive will then write this file to the disk under the name demo2.

Note: If you are saving a file already on disk, and type in the same filename as the file on disk, the screen will ask you if you want to REPLACE Y/N the old file with the new one. Type Y for yes and N for no. This message will also come up if the disk is full. Use the ca command to catalog the disk, then check to see how many blocks free are remaining. When the disk is full, always answer N (no) to the REPLACE Y/N? prompt. Insert a new, formatted disk and save the file to this disk instead.

To load the file you have saved to disk, press f1, type **lf** and press RETURN. The screen reads LOAD FILE:. Type demo and press the RETURN key. The disk drive will then read the filename from the disk, and the file will appear on the screen. If the filename is not correct, however, the screen will read NO FILE!: PRESS RETURN. You should verify your filename by running a catalog of the disk. If the filename is not present in the catalog, you did not save the file. Make sure you type the filename EXACTLY as it appears in the catalog.

To merge files, press f1, type **mf** and press RETURN. The screen reads LOAD FILE:. Type demo2 and press the RETURN key. The file will be added to the bottom of the text of your current screen file. Remember, the line limitation per file is 99 lines. If the file you are merging and the screen file exceed 99 lines, some text will be cut off.

To delete a file from the disk, press the f1 key, type **df** and press the RETURN key. The screen reads DELETE FILE:. Type demo2 and press the RETURN key. The disk drive will spin, deleting the file demo2 from the disk.

Once you have deleted a file, it cannot be restored! Make sure that you want to delete the file before using this command.

CLEARING MEMORY

Be careful when using this command, as it erases everything in the computer's memory. Make sure you have already saved your file to disk, or really want to clear the screen and start over. The only thing retained after you type a **cm** command is the text in the block buffer.

To clear the screen, press f1, type **cm** and press RETURN. The screen reads CLEAR ALL Y/N?. This is your chance to reply with an N if you decide not to clear the screen after all. For now, type Y and press the RETURN key. The screen will immediately clear and you may start fresh.

PRINT COMMANDS

After you have written your letter or report, you will probably want to print it. Make sure your printer is properly interfaced with the Commodore 64, and is turned on.

Load the file **demo** from disk.

To print the file currently on the screen, press the f1 key, type ***p** and press the RETURN key. The contents of your C-64's memory will be printed. To print a file you have already saved to disk, press the f1 key, type **pr** and press the RETURN key.

When you print a file from the disk, the screen text will be automatically saved and the screen will read SAVING..TW (the TW stands for temporary workspace). The screen will then read LOAD FILE:. Type demo and press the RETURN key. The contents of the file will be loaded into the computer and printed.

Notice the printed copy doesn't have any margins. That's because we haven't set any formatting commands yet. But, since you now have the Command mode under control, let's move on to the Print Formatting mode.

---------- PRINT FORMATTING ----------

This mode is in reverse video

CTRL 9	Enter Print Formatting Mode	CTRL 0	Exit Print Formatting Mode

TYPE: (XX=a number)

Margins

lmargXX;	left margin	rmargXX;	right margin
justify	flush right margin	nojustify	turns off justify
nowrap	turns off word wrap when printing	wrapon	turns on word wrap again for printing

Pages

papersizeXX;	Sets paper size to XX;	pause	Stops printer
pagelenXX;	Sets text length XX;	#page	Prints page number
pagepause	Printer stops end of every page	set#pgXX;	Sets beginning page number
nextpage	Forces new page	lsXX;	Sets line spacing(to 10)
linkfile	Joins files into document	center	Centers text on line typed

Commands for 801 and 1526 Printers

ascl4;	Turns on enhanced print	ascl5;	Turns off enhanced print

Commands for DSP 1101 Printer

asc27;79;	Bold print	asc27;69;	To underscore
asc27;87;	Shadow print	asc27;82;	To turn off underscore

asc27;38; Turns off bold or shadow print

You've probably been saying to yourself: 'This is great, but how do I get my printed copy to look the way I want it? What I see on the screen is not what I want to print out.'

The Print Formatting mode is the mode you enter when you want to give the computer certain commands to format a document. These commands control the final appearance of your copy and are only executed when a document is printed. They are typed in lower case and will not show up in your printed copy. Since these commands are entered as text, there has to be some way for the computer to distinguish the format commands from the actual body of text itself. This is done by typing the format commands in reverse video.

It is more convenient to type these format commands at the very beginning of your document, but they may be embedded at any time. Sometimes you may want to change margins to accomplish a block indent, set bold type, or center lines at different places in your document. You can either type them in as you go or set them later through the use of the INST/DEL key and the insert line command. The format commands must be typed BEFORE the text you wish to affect.

ENTERING and EXITING PRINT FORMATTING MODE

First, let's make some room at the top of your present screen file, demo. Move the cursor to line 01, column 01. Press f1, type **il** and press RETURN. Now you have a blank line open to enter format commands in reverse video.

To enter the Print Formatting mode and turn on reverse video, hold down the **CTRL key and press the 9 key.** Type the following in lower case letters:

lmarg10;:rmarg70;:justify: (press the RETURN key)

Now move the cursor to line 09, column 01 (the blank line between the two paragraphs) and type:

lmarg20;:rmarg60;:nojustify: (press the RETURN key)

To exit the Print Formatting mode and turn off reverse video, hold down the **CTRL key and press the 0 key.**

Notice the letters you have entered are reversed from the normal text. This is what we mean by reverse video. You have just told the computer to set the left margin of the first paragraph at column 10, the right margin at column 70, and to justify, or give the printed copy a flush right margin. With the second format command, you told the computer to set the left margin of

the second paragraph at column 20, the right margin at column 60, and to turn off the flush right margin.

Notice the semi-colon and colon placed between commands. THESE ARE VERY IMPORTANT! The semicolon is ALWAYS used after a number (like 10 and 70), and the colon is ALWAYS used to separate multiple instructions on a line.

To see the printed text, press the f1 key, type *p and press the RETURN key. Notice the text is printed exactly as you told the computer to print it.

Note: Do not attempt to use the *p with the linkfile command. The only file which will print is the file in memory.

MARGINS

lmargXX;

Typing this sets your left margin at column XX. Simply substitute the XX with the column number you want the left margin to begin at (such as 05, 10, 20,etc.).

rmargXX;

Typing this sets your right margin at column XX. Substitute the XX with the column number you want the right margin to end at (such as 60, 70, 75,etc.).

justify

Typing this gives your printed copy a flush right margin with all of the letters lining up in the last printed column. The words in the line will be appropriately spaced to achieve this.

Note: A justified right margin is typically used in formal documents such as term papers or reports; and an unjustified, or ragged edge, margin for informal documents such as letters and memos.

nojustify

Typing this turns off the right margin justification.

PAGES

papersizeXX;

Typing this tells the computer what size paper you are using. The word processor automatically defaults to an 8.5 X 11 sheet of paper (which contains 66 lines), so you don't have to use this command unless you're using a different size paper.

Substitute the XX with the number of vertical lines that make up the paper (such as 66). Assume that for every inch of paper size, there are six (6) lines.

pagelenXX;

Typing this tells the computer how many lines to print before it starts a new page. This allows you to set the margins at the top and bottom of the page. A command of pagelen55; would mean that 55 lines of text would be printed, then the printer would line feed 11 lines before beginning to print the next page. When you are ready to print your document, position the first page of paper where you want the printing to start in each page. Substitute the XX with the number of lines you want printed on each page (such as 55).

Note: the page length must always be smaller than page size number.

pagepause

Typing this tells the printer to pause at the end of a page. This allows you to insert paper if you are using single sheets as opposed to continuous feed paper. If you don´t use this command, the printer automatically continues to the next page.

nextpage

Typing this forces the printer to advance to the next page. This is useful when you end something in the middle of the page and want to start the following text on the next page.

linkfile´type filename here´

Typing **linkfile** will link separate files into one document when you print. The file which you reference in quotation marks should be the filename of the file to which you are linking. For example, at the end of ´file1´ you type linkfile´file2´ so that file 2 will print in sequence after file 1.

Type this at the end of each file to link the next file to it. There is no limit to the number of files which can be linked together. Also, any formatting instructions in the first file will carry over to the next file, unless you change the formatting along the way.

You can link files on multiple disks. Insert the **pause** command just prior to the linkfile command. When the pause occurs, simply switch disks, press RETURN, and continue printing. Use the pr command to print linked files. You cannot link a screen file.

pause

Typing this causes the printer to pause until you press the RETURN key to continue. This is useful with the linkfile command and for changing print wheels (if you have a daisy wheel printer) in the middle of printing, or for switching disks when printing files. The printer will pause every time it reads a pause command embedded in the text. When the printer pauses, switch disks and press the RETURN key.

#page

Type this when you want the computer to automatically number your pages at the bottom margin during printing. The numbering begins at Page 1 and continues to increase the page count by one throughout the text. If you desire to begin at any other number but 1, use the following command.

set#pgXX;

Type this when you want to begin numbering at any page but 1. First turn on paging with the **#page** command.

Type **set#pgXX;**, substituting XX for the number with which you want to begin paging (such as 02, 05, 10, etc.).

lsXX;

Type this when you want to set the line spacing at anything but single spacing. Substitute the XX for the number of lines you want spaced between printed text (such as 02 for double spacing, 03 for triple spacing). The maximum amount of lines you can space is 10.

center

Type this before any line you want to center on the printed page. It must be typed on the same line you want centered.

SPECIAL PRINTER COMMANDS

These commands insert ASCII (American Standard Code for Information Interchange) characters in your text. The ability to insert these characters allows you to take advantage of different printer features such as enhanced printing, underlining, and boldface type. They are typed in reverse video just like all the other formatting commands.

For example, to cause enhanced printing on the Commodore 801 and 1526 printers, you would:

1. Press **CTRL 9** to enter Print Formatting mode.

2. Type **asc14;** to turn on enhanced printing.

3. Press **CTRL0** to exit Print Formatting mode.

4. Type **''this will be enhanced''**

5. Press **CTRL 9** to enter Print Formatting mode.

6. Type **asc15;** to turn off enhanced printing.

7. Press **CTRL 0** to exit Print Formatting mode.

8. Type **''and this will not''**

Your screen should look something like this:

asc14; This will be enhanced asc15; and this will not.

These special printer commands, like all other reverse video commands, will not show up in your printed copy. Remember to turn the print command ON before the text you want to affect, and to turn the print command OFF when you want the text to return to normal.

The word processor can only process six ASCII commands for every 80 character line. Therefore, you will need to watch the placement of your commands. Multiple ASCII commands may be necessary with non-Commodore printers. Please call if you have printer interface problems, 714-832-6707.

With the DSP 1101 Letter Quality printer, it is possible to underline using the ASCII commands. To make a blank underline, however, such as after a name, type NAME . Then turn on reverse video.

Type **asc27;69;** . Turn off reverse video. Type a period to mark the beginning of the underlining. Type some spaces for the

length of the desired underline, then type a period (or any other printable character). This last character is needed to end the underline when preceded by blanks. To end underlining, turn on reverse video and type **asc27;82;** . For example: (R = reverse on; O = reverse off).

NAMERasc27;69;0 . . Rasc27;82;O

For non-standard Commodore printers, you need to consult the printer manual to find the ASCII equivalent to activate bold, shadow, or other special printing features.

FILE MANAGER

The file manager lets you use your computer like a filing cabinet, to store and retrieve information. You can use the file manager for: mailing lists, inventory, personnel files, collections, recipes, just about anything for which you would normally use an address book, 3 x 5 cards, or paper files.

The most common use for the file manager is a mailing list. Instead of flipping through pages and pages to find a particular entry though, all you will have to do is type one command and the computer will find the information for you, in seconds. You will also be able to save your files to disk and print them out.

Each entry in the file manager is called a 'record'. A person's name, address, city, state, zip code and telephone number would make one record.

The individual information that makes up the record is called a 'field'. A name would be one field. The address would be the second field. The city would be the third field, and so on.

Many records make up a 'file'. A list of all your friends names, addresses and phone numbers would make one file.

Let's use the file manager to create a mailing list (or address 'book').

To enter the file manager, press the f1 key, type **fm** and press the RETURN key.

The top of your screen reads: **INSERT FM FILE DATA DISK AND TYPE FM OR NEWFM**

and at the bottom you will see the white cursor next to a **F>** .

This is your first file, so you don't have any files saved on disk to load into the computer. If you did, you would insert the disk with the files you want and type **fm** .

Type **newfm** and press the RETURN key. Like the word processor, all f1 commands may be typed in either upper or lower case.

COMMAND MODE

Press f1 each time you want to type a new command

f1	To enter Command Mode	newfm	To open a new file
fm	To enter FILE MANAGER	fm	To get an existing file from disk

Accessing Records

rc1;	Move to first record	sr	Search for an item
rcXXX;	Move to specific record (XX)	rvXXX;	Review records (Start at no. XXX) Press S to pause and Q to quit

Changing Records

ud	Update a record	udXXX;	Copy record to another record (XXX)

Sorting Records

dsXX;	Disk sort on field XX	piXX;	To create a file that meets a bottom and top set of parameters based on a given field (XXX)
dsXX;XX;XX;	Disk sort on up to three different fields (XX=field numbers)	resetlist	Restores a file to its original order
highrcXXX;	Sets an upper record limit on sorts, searches, reviews and reports. (XXX = record number)		

AT THIS POINT, REMOVE ANY DISK YOU HAVE IN THE DRIVE AND INSERT A NEW, BLANK DISK. This is the disk you will save your mailing list on. If you save your file manager files to your word processing disk, the new files will write over the old files, erasing them. You CAN put word processor files on a file manager disk. You may have a particular application that needs to access both sets of files, and having them on one disk will save you from switching file disks back and forth.

CREATING A FILE FORMAT

The screen reads: **ENTER FILE NAME (1..16)**

Every file must have a file name. The name may be up to 16 characters long. Type: **mailing list** and press the RETURN key.

Note: If you make a mistake typing, press the **INST/DEL** key to delete any wrong characters, then continue typing.

The screen reads: **ENTER NUMBER OF FIELDS 1..17**

Remember that individual fields make up one record. For our example, you will need eight fields: first name, last name, address 1, address 2, city, state, zip code, and telephone number. These are the fields that make up one person's record. The maximum number of fields you may have are 17. With the cursor at 01; type: **08** and press the RETURN key.

The screen reads: **ENTER FIELD NAME (1..35) FIELD # 01;**

The next series of entries are used to enter the name you want for each field and the length of each field. A field name can have a maximum length of 35 characters.

For field #01 type: **first name** and press the RETURN key.

The screen reads: **ENTER FIELD LENGTH 1..38 FIELD #01;**

Here is where you enter the number of characters you think it will take you to type the person's first name. The maximum field length is 38 characters. For our example, type: **20** and press the RETURN key.

The process will now repeat itself with a prompt for you to enter the field name for field #02.

Type: **last name** and press the RETURN key.

When you are prompted to enter the field length, type: **20** and press the RETURN key.

For field #03 type: **address 1** and press the RETURN key.

type: **30** and press the RETURN key.

For field #04 type: **address 2** and press the RETURN key.

type: **30** and press the RETURN key.

For field #05 type: **city** and press the RETURN key.

type: **25** and press the RETURN key.

For field #06 type: **state** and press the RETURN key.

type: **02** and press the RETURN key.

For field #07 type: **zip code** and press the RETURN key.

type: **05** and press the RETURN key.

For field #08 type: **telephone** and press the RETURN key.

type: **01** and press the RETURN key.

If you wish to type just one digit when specifying field length, you can do so. Simply type the number followed by a semi-colon and press the RETURN key.

The 01 is a mistake. We really want to type 12 for the field length; but this will show you how to correct mistakes in typing.

The screen reads:

MAILING LIST 08;
FIRST NAME 20;
LAST NAME 20;
ADDRESS 1 30;
ADDRESS 2 30;
CITY 25;
STATE 02;
ZIP CODE 05;
TELEPHONE 01;
TOTAL RECORDS 941

OK TO FORMAT DISK? Y/N

The first line shows the filename (MAILING LIST) and the number of fields in the file (08). The remaining lines show each field name and its field length. Finally, the total number of records you can save to one disk are shown (941).

To change the field length of field #08, press the **N** key (no). This will recycle you through the process of entering field names and field lengths once again, starting with the file name. If you want to change anything, simply type in a new name or field length number, and press the RETURN key. If you DON'T want to change anything, just press the RETURN key and the computer will respond with the next name or field prompt. When you come to the field length of field #08, type 12 over the 01 and press the RETURN key.

When finished, the screen again lists field names and lengths, with the appropriate changes made. This time, type **Y** (yes). The computer will ask you if you are sure. If you type N, you will return to the file manager Command mode where you can either type tw to enter the word processor or fm to enter the file manager again.

Since everything is OK, type Y once again. Your disk will be automatically formatted and the file format will be saved. After a few minutes, the screen will read:

´MAILING LIST ´ tf 2a
117 blocks free.

:PRESS RETURN

Press the RETURN key to begin entering information onto your mailing list.

ACCESSING RECORDS

The screen reads: **F>** . The F> command prompt is similar to the W> command prompt you used in the word processor. The F> tells you that you are working with the file manager, and all of your commands should be file manager commands.

Beginning at the first record, type **rcl;** and press RETURN. You may now type someone´s first name for record 001 on line one. Use upper and lower case letters, just as you would normally. After you type the first name, press the RETURN key.

The cursor moves to line two and the screen asks for the last name for record 001. Type the last name and press the RETURN key.

The cursor moves to line three and the screen asks for the first address. Type the address and press the RETURN key.

Continue entering information until you have filled up all eight fields. If you don´t have some information, and want to leave a blank space, just press the RETURN key. Don´t worry about entering too many characters in a given field, the computer won´t let you. You may also use the INST/DEL key and the CRSR keys to move the cursor, just as you did with the word processor.

When you reach the last field, TELEPHONE, type in the phone number and press the RETURN key.

When satisfied with all of the information, save the record to disk. Press f1, type **nr** and press the RETURN key.

Record 001 will be saved and the screen will advance to record 002. Repeat the process and enter the first name, last name, address 1, address 2, city, state, zip code, and telephone number of another person. When you are satisfied with that information, and want to save it to disk, press the f1 key, type nr and press the RETURN key.

Continue entering information and saving it to disk by using the nr command. When you have entered all the information you want to, you can review what you have saved so far.

To review the records, press f1, type **rv1;** and press RETURN. The screen displays your records one by one, beginning with number one. To pause the display press the S key and to quit press the Q key.

You may begin the review with any record number. If you wanted to start with record number 50, you would type **rv50;** and press the RETURN key.

To get a specific record, press f1, type **rcXX;** and press RETURN. Substitute a number for the XX. For example, if you wanted to see record number 10, you would type rc10;. If you wanted to see record number 345, you would type rc345;. In this way you can access any record in seconds! This is also useful for editing records you have stored on disk.

The search function will save you lots of time looking for items of information. To search for a particular word or phrase, press the f1 key, type **sr** and RETURN key.

The screen reads: SEARCH;. Type in a name that is in your mailing list and press the RETURN key. The data you enter for the search can be no longer than 38 characters. You may type in either upper or lower case. The computer will find the record that you are looking for instantly.

The screen will ask you if you want to continue. If you want to search for the next occurrence of the name, type Y. If not, type N and you will be back in Command mode.

CHANGING RECORDS

Once you have entered information into your mailing list file, you may need to change or update something. Addresses and phone numbers change frequently.

Since you'll be making changes long after you have created the file, let's leave the file manager now, so you can start from the beginning. First, enter the word processor: press the f1 key, type tw and press the RETURN key.

To return to the file manager, press f1, type fm and press RETURN. Make sure your formatted file manager data disk with the mailing list is still in the drive; type **fm** once more and press the RETURN key. The file will load and the screen will show you filename (MAILING LIST); the number of records in the file; the number of records you can fit on the disk; and the number of the last record accessed when the file was last used. You are in file manager command mode, signified by the F>, Let's update some of your records, and save the changes to disk.

To change the first record, press the f1 key, type rc1; and press the RETURN key. The first record is displayed on the screen. Make some changes to it, such as changing the address. Remember, you can use the left/right CRSR, up/down CRSR, INST/DEL and SHIFT INST/DEL keys to edit the text.

When you are satisfied with the information, you can save it to disk by either typing nr (to move to the next record) or ud (to update record and stay in Command mode so you can search for other records).

In this case, press f1, type **ud** and press RETURN. The drive will save the changes to disk. When the record has been saved, the F> prompt will appear on the screen.

Find another record to change now. You can either type sr (search) or rcXX; (move to a specific record) to access a record. In this case, press the f1 key, type **sr** and press the RETURN key. The screen reads: SEARCH:. Type in a last name of one of the people on your mailing list. The screen reads: CONTINUE Y/N?. Type N (no). Now look to see what record number the record on the screen is. Type **rcXX;** and press the RETURN key. Substitute the screen number for the XX (you don't need to type the zeros BEFORE the number. An example: for record 007 simply type rc7;. For record 045 simply type rc45;).

Now make some changes to the record. When you are satisfied, save it to disk. Press f1, type **ud** and press RETURN.

Now select another record to change. Use either the sr and rcXX; commands, or just the rcXX; command to access the record. Make some changes to it, then save it to disk using the nr command. Press the f1 key, type **nr** and press the RETURN key. The drive will save the record to disk, and the next record will appear on the screen.

COPYING RECORDS

Finally, you may want to copy some of your records to other records in your mailing list file, or to other files. First you have to find the record you want to copy. Use either the sr

(search) or rcXX; (move to a specific record) command to find the record. First determine the record number into which you want to copy the screen record.

Press f1, type **udXXX;** and press RETURN. Substitute the record number you want to copy to for the XXX. This command updates the screen record to another record and saves it to disk. Now use the sr or rcXX; commands to move to the copied record. You may now edit the copied record, if you wish. The ud command copies over any existing information, so make sure you copy to the right record.

SORTING RECORDS

One of the main advantages of the file manager is the ability to sort the data in your file. For example, you may want to list the mailing list you just created in alphabetical order by last name or in zip code order. You may sort your data on a maximum of three different fields.

dsXX;

To sort your mailing list in alphabetical order by last name, press the f1 key, type **ds2;** and press the RETURN key. Since the sorting process uses memory in the computer normally occupied by the word processor, the screen reads: SYSTEM WILL CLEAR WORD PROCESSOR Y/N? If you had a document on the screen in the word processor and didn't want to lose it, you would press N. Then you would type tw to enter the word processor; save the document to disk using the sf command and re-enter the file manager using the fm commands.

Since you don't have any files in the word processor, everything is OK and you can press the Y key (yes). The drive will spin and the screen reads:

BEGIN DISKSORT; ON FIELDS: 02
LOADING RECORDS...XXX
tXX

The computer will sort field 2 in ascending order (from smallest to largest, or from A to Z). Blank spaces and punctuation marks are considered first, so make sure you don't have any in the first character of the last name. The XXX next to LOADING RECORDS indicates the number of the record as it is loaded into memory. When sorting begins the prompt changes to SORTING RECORDS XXX, indicating which record is being sorted at any time. The ''tXX'' is the truncation factor. Because the disk drive is relatively slow, the program loads records into memory. Depending on the size and number of the fields on which you are sorting, the sort will only occur on the first XX characters

in a field. The truncation factor is shown for your reference. When the sorting process is complete, the screen responds with the F> prompt.

rvXX;

To review your sorted records, type **rvl;** and press the RETURN key. The screen will display the sorted records in the new order, from A to Z. To stop the review press the S key. The review will pause at the NEXT record after typing S. Press the RETURN key to continue. To quit the review press the Q key.

Notice the first record in the file is no longer record 001. A subfile of the sorted records has been created, and this subfile is used for searches, reviews, or when integrating the file manager with the word processor.

dsXX;XX;XX;

Sometimes you may want to sort your information on up to three different fields. For example, you may want to sort your mailing list so everyone in different zip code areas is sorted alphabetically. The format for a disk sort on more than one field is **dsXX;XX;XX;** . Substitute the field numbers you want to sort for the XX.

To see how this works, type **ds7;2;** and press the RETURN key. The computer will first sort your list by zip code(field 7), then by last name alphabetically (field 2). Use the rvl; command to review your new list.

Numbers

If you are sorting a field containing numbers with different amounts of digits, such as 25, 145, 7800, etc., make sure you place zeros in front of smaller digits: 0025, 0145, 7800. Remember, the computer sorts the first digit in an ascending order (0 to 7 in this case). 00 comes before 01 which comes before 78.

Dates

When entering dates into the file manager, use the format 84/12/02 (year/month/day) instead of the normal 12/02/84 (month/day/year).

Times

Times are best entered in the military format, such as 1300 instead of 1:00 P.M. This way the computer will sort the time correctly.

highrcXXX;

Sometimes you might want to stop a sort, search or review at a certain record number. To specify an upper record limit on sorts, searches and reviews, first enter the Command mode by pressing the f1 key, then type **highrcXXX;** and press the RETURN key. Substitute the record number you want to stop at for XXX.

piXX;

Sometimes you might want to select a subfile containing records which meet a particular set of parameters. The file manager allows you to perform this by setting a bottom range and a top range for a given field. For example, you may want to sort just those people on your mailing list with zip codes from 00123 to 00923. To do this, you would first enter the Command mode by pressing the f1 key, then type **piXX;** and press the RETURN key. Substitute the field number you want to limit for XX (such as 7 -- for field 7, the zip code field).

The screen will read BOTTOM:. Simply type in your bottom parameter (such as 00123) and press the RETURN key. Next, the screen will read: TOP:. Type in your top parameter (such as 00923) and press the RETURN key. Now sort the file as you normally would, and review the file. The only records shown are those that fall in between the bottom and top range you set. The select command uses an exact match, so be careful when typing upper and lower case characters.

You may also set the same value for both the bottom and top parameters. For instance, if you wanted to list all the people in zip code 90404, you would type 90404 after BOTTOM: and you would type 90404 after TOP:. The only records which would print would be those in zip code area 90404.

Setting the same value for top and bottom criteria can create a cross-reference sub-file for you. You could for instance create a file from picking a list of all accounts which need contact this week, sort them into date order, and print out a contact sheet. You could also sort a research file by topic, to print in outline form, and then reorganize the file to print a bibliography either alphabetically, or alphabetically by topic.

resetlist

To reset the file back to its original order, press the f1 key, type **resetlist** and press the RETURN key. This command deletes all sorts and selects and sets the high record back to the maximum number of records in the file. It will not affect the actual data records.

Now that you know how to use the file manager, you'll want to print your mailing list, or merge your list with letters you have created with the word processor.

----------PRINT AND MERGE MODE----------

This mode is in reverse video

tw	**To enter WORD PROCESSOR**		
CTRL 9	**To enter Print and Merge Mode**	**CTRL 0**	**To exit Print and Merge Mode**
TYPE:	**(XX= number of field)**	**TYPE:**	**(XX = number of field)**
fm:rc	**Tells WORD PROCESSOR to read first record in file**	**eof?**	**Type at end of document -- means end of file**
ttlX;	**Causes field name to merge and print wherever typed**	**fldX;**	**Causes field data to merge and print wherever typed**
rcXX;	**Begin merging at specific record (XX)**	**#rc**	**Causes record number to print where typed**

The program is integrated because it allows files created with the file manager to be merged and printed by the word processor.

Once you have created a file with the file manager, such as your mailing list, and want to print it or merge it into a form letter, you must exit the file manager and enter the word processor. Leave your mailing list disk in the drive.

To enter the word processor, press the f1 key, type tw and press the RETURN key. The word processor will appear immediately.

As with the Print Formatting mode in the word processor, you must type all print and merge commands in reverse video. When you print your mailing list, these special commands tell the word processor to use the data in your file manager. Standard word processing formatting commands, such as margins, centering and page numbering can also be used when listing your file.

Let's print your mailing list. At line 01, column 01, hold down the **CTRL key and press 9.** Type: center.

Now hold down the **CTRL key and press 0** Now type: Mailing List.

fm:rc

To link the file manager with the word processor requires that you indicate to the word processor that you want to use data from the file manager. This is done by typing fm in reverse video. Next you have to indicate which record to start with. This is done by typing rc in reverse video. These two commands MUST BE TYPED on the same line, with a colon between them.

So, enter the Print and Merge mode by holding down the CTRL key and pressing the 9 key. Type **fm:rc** and press the RETURN key. You may begin with any record by typing rcXX;. Substitute the record number you want to begin with for XX. You may want to use the highrcXX; command to set the upper limit on your records before you print.

ttlX;, fldX; and eof?

From this point on, all you need to do is specify where you want the field names and data to be printed. Field names are specified using ttl (title) and field data by using fld (field), followed by the title and field number you want printed.

Finally, after formatting is complete, you need to tell the computer you are at the end of the file. Type **eof?** in reverse video on the last line. This command tells the computer to increment the record number and check to see if the last record has been reached. For example, you might want to format and print your mailing list as follows. Type the ttl, fld and eof? commands in reverse video.

Note: Be sure to separate the ttl´s from the fld´s with regular SPACEBAR spaces, as the spacing between titles and data is not automatic. It must be inserted by you. A minimum of ONE space is required or your data will run together. An advantage of this is that if you want to define long text fields, 38 character long, you do not have to worry about breaks in words when you are printing out the record.

The merge function automatically allocates space in the document the same length as your actual data, not the same length as your field. In our mailing list, the fields for first and last name have been defined as twenty characters long. If a record belonging to John Smith were printed, only ´John´ and ´Smith´ would appear without any extra blank spaces.

Because of this automatic text merging feature, records will not line up across more than one column when printed. If you wish to line up the fields two or three columns across a page, enter a period as the LAST character in each field. In our example, you would type:

```
John          .
Smith         .
```

```
centerMailing list<-- (the <-- means to press the RETURN key)
<--
fm:rc<--
<--
ttl1; fld1;<--
ttl2; fld2;<--
ttl3; fld3;<--
ttl4; fld4;<--
ttl5; fld5;<--
ttl6; fld6;<--
ttl7; fld7;<--
ttl8; fld8;<--
eof?<--
```

Now print your mailing list. Press the f1 key, type *p and press the RETURN key.

Notice the printed copy follows your screen format exactly, and that the same print format is used for each record. Remember, the printer will print your list however you format it on the screen. The titles and fields can be positioned in any order and at any place on the page. Also, more than one field can appear on the same line. Just remember to place a colon between the commands and a semicolon after any number, as you did earlier with the word processor.

Your mailing list will print from the last subfile you created with a sort or select, so you can choose to print your lists alphabetically, by zip code, etc.

Since one of the most common uses of a mailing list is producing labels, the following example shows you the proper format for printing labels. You must use the papersizeXX; command. This command tells the printer to advance to the next label at the appropriate time. The pagelenXX; command tells the printer how many lines of text to type before advancing to the next label. This command sees a carriage return as a line, therefore, when you set the pagelength you must remember to include enough room for the carriage returns following the format commands. An example follows.

```
fm:rc
papersize7;:pagelen5;:<--
fld1;  fld2;<--
fld3;<--
fld5; fld6; fld7;<--
eof?<--
```

When using labels larger than one inch in length, adjust the paper size accordingly. If your data base is formatted in such a way that more than 3 lines are needed to print the information, insert another line and do not include a carriage return after eof?

Note: You may want to turn off the automatic word wrap that occurs when you print your files. This can sometimes interfere with the correct justification of characters in a file manager file.

To turn off word wrap, type **nowrap** in reverse video BEFORE your file manager data. To turn word wrap back on, type **wrapon** in reverse video AFTER your file manager data.

#rc

You may also print the actual record number with the other information. To print the record number, type #rc in reverse video wherever you want the record number to appear in your text. The print will look like this: 034. You may want to label the record number.

To identify the record number, type in the word processing form, RECORD NO., followed by #rc in reverse video. In this way, the number will be associated with a description.

MERGING THE FILE MANAGER INTO THE WORD PROCESSOR

Many times you will want to create a form letter that only needs the names and addresses changed on each letter. Instead of having to manually type in new names and addresses each time, you can use the Print and Merge mode with the word processor. The computer will automatically insert the data from the file manager into the word processed form letter.

To see how this works, type the following letter. Make sure you are in the word processor and that the screen is cleared.

R means reverse video on (CTRL 9) ; O means reverse video off (CTRL 0) ; <-- means to press the RETURN key:

```
R rcl;<--
fm:rc<--
lmargl0;:rmarg75; O<--
January 5, 1985<--
<--
<--
R fldl;  fld2;<--
fld3;<--
fld4;<--
fld5;  fld6;  fld7;O<--
<--
<--
Dear R fldl;O <--
<--
I am typing this letter on my new word processor.  I don't  know
how  I'll  ever go back to using a typewriter after this!  I can
insert  and  delete characters and lines of text; move blocks of
text  around;  search  for  and  replace words; save and load my
documents to disk; and print them out in any format I want.<--
<--
There  is  also  a file manager on the same program, which I can
use  like  a  filing  cabinet.  I can move to, change and review
records instantly; search for a particular record; sort  records
on up to three different fields; save and load files; and  merge
files into the word processor, which is what I am doing now.<--
<--
Sincerely,<--
<--
Your name<--
R nextpage<--
eof?O<--
```

Notice how you can mix the field data with the text. When you print this document, a separate letter will be printed to each person on your mailing list. This document may also be saved to disk like any other document you create with the word processor, and reused as you wish. To print the letter, press the f1 key, type ***p** and press the RETURN key.

You may use the select command (piXX;) and the high record command (highrcXXX;) to limit the number of records available for searches or printing. This is useful when you only want to print a few reports instead of the entire file. See the highrcXXX; and piXX; commands on page 27 to accomplish this.

USING THE MERGE TO PRODUCE MULTIPLE COPIES

It is possible to use the merging format commands to produce multiple copies of the same label, form, or letter. To do this,

you first prepare the word processing file as if you were preparing a file that merged with the file manager. Let´s prepare a shipping label as an example.

```
fm:rc
papersize18;:pagelen10;<--
FROM:   Pacific Tri Micro, Inc.<--
        14072 Stratton Way<--
        Santa Ana, CA 92705<--
<--
<--
TO:     John Dealer<--
        1234 Anystreet<--
        Main Town, USA 92111<--
eof?<--
```

Before we attempt to print this shipping label, we insert a file manager data disk. It does not matter what the record structure of the data disk is, and it does not matter if the records are all blank, so long as the disk is a valid file manager data disk. In this way, when we begin printing, the word processor will think that it is reading the file manager and begin continuously printing records. Since no fields or titles are referenced in the body copy, only the text included between the ´´fm:rc´´ and the ´´eof?´´ will be printed over and over again.

To set the number of copies we want printed, access the file manager by pressing fm. In command mode, use the highrc command to set a highrecord number equal to the amount of copies we desire printed. The labels will print continuously until the program reaches the highrc number and then printing will end.

After inserting the file manager data disk and setting highrc to indicate the number of copies desired, enter command mode in the word processor. Type *p, and printing will begin.

You can use this same technique to produce multiple copies of forms or letters as well. The only limitation is the 99 line limitation for the word processing file, since you cannot merge linked files with the file manager.

This file manager merging function can also be used to produce headers or footers on a desired document. After you prepare the document, create a header or footer file, which imitates the merging with the file manager. For example, let´s assume you are composing a term paper and need to put the title, chapter, and page number in the chapter on the paper. To do this, you first print the term paper. Then position the paper so that printing of the following merge file will begin where you want the header or footer located.

```
fm:rc<--
pagelen2;:lmarg45;:ECONOMIC BASIS WWII   I - #rc<--
eof?
```

The ´´lmarg45´´ will begin printing the header or footer 45 spaces in from the left margin. You can choose your own designation, including a ´´center´´ command if you wanted the header or footer to be centered. The ´´#rc´´ increments the page count for the Chapter I. Set the highrc in the file manager to the number of pages in Chapter I to stop printing at the correct page number. You can then edit the above file to read ´´ECONOMIC BASIS WWII II - #rc´´. Set the highrc again, and you can number your second chapter and so on. Substitute your own text and formatting commands for flexibility in designing header and footer files.